

CIRCULATION OF IN-LIBRARY USE EQUIPMENT

Policy No. 215

I. PURPOSE

The Warrenville Public Library District has a collection of equipment and devices available for use within the Library by Warrenville Library cardholders. Loan periods and limits help to ensure that all cardholders have the opportunity to access these resources.

II. IN-LIBRARY USE

- A. Equipment marked for in-library use may not leave the Library.
- B. Theft or attempted theft will result in immediate suspension from the Library and prosecution to the fullest extent of the law.
- C. The borrower is responsible for the equipment until it is checked in.

III. HOLD REQUESTS

- A. Equipment is available on a first come, first served basis.
- B. Hold requests may not be placed on in-library use equipment.

IV. LOAN PERIODS

- A. In-library use equipment is due 3 hours from check out or at closing time, whichever is earlier.
- B. Equipment may be checked out by Warrenville Library cardholders only.
- C. Minors under 18 years of age must have a signed Internet Agreement Form on file before borrowing equipment with Internet access.

V. RENEWALS

- A. Equipment is not renewable.

VI. EXTENDED USE FEES

In-library use equipment returned after the time it is due will be assessed the following extended use fees, with charges accruing in 15 minute increments:

- A. Laptops & tablets - \$5 per hour
- B. All other equipment & kits - \$1 per hour

VII. LOST EQUIPMENT

- A. Equipment will be considered lost if it is not returned by closing time. Lost items will be charged the full cost of the item, as listed in the Library catalog.
- B. The Library does not accept replacements.

VIII. DAMAGED EQUIPMENT

- A. If an item sustains damage which can be repaired, a fee may be assessed.
- B. Equipment damaged beyond repair and/or judged by the Library as being unsuitable for the collection will be billed at the cost of the item, as listed in the Library catalog.
- C. The Library does not accept replacements.

IX. INCOMPLETE EQUIPMENT

- A. Patrons will be notified if an item is returned incomplete. The item will not be checked in and extended use fees will be charged if the missing piece is returned after the time it is due.
- B. If the missing piece is not returned, the incomplete item will be billed at the full cost of the item, as listed in the Library catalog.
- C. The Library does not accept replacements.